G-3/5/7 - G3-SOD (PR)

Pre-OCONUS travel File (PRO-File)
Step-by-step instruction

03 July 2007

HQDA Guidance

All personnel traveling OCONUS are required to complete a DD Form 1833 (ISOPREP). Army personnel will use the Pre-OCONUS travel File (PRO-File) fulfill this requirement. This applies to all military, Army Civilian, and contractor personnel supporting Army forces. Army forces under the Operational Control of USASOC or USSOCOM are exempt from this requirement and will follow USSOCOM guidance to meet the pre-deployment requirement.

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PRO-File Survey

The data entered into PRO-File surveys is transferred to the Joint Personnel Recovery Agency (JPRA). Once transferred, the data is used to populate a digital ISOPREP on SIPRnet.
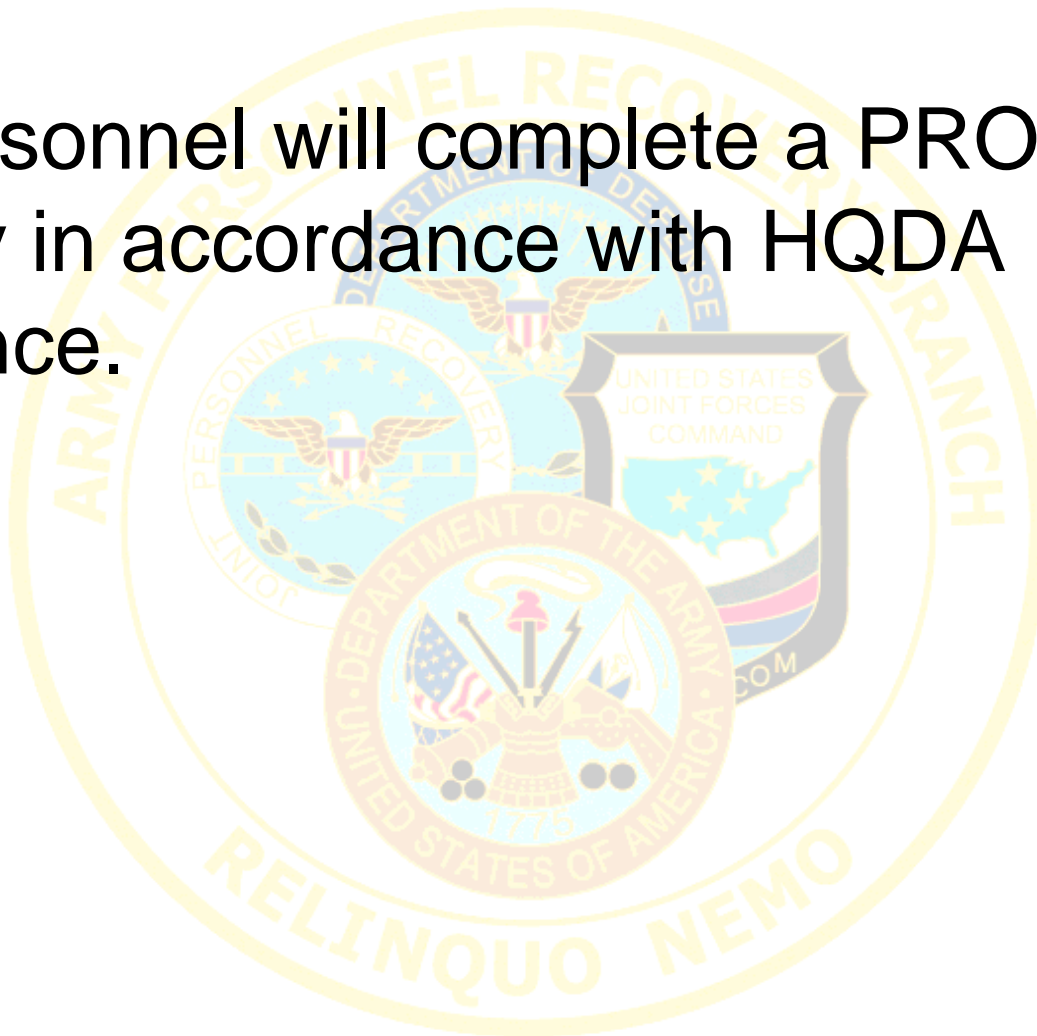
PRO-File is the only approved means for Army personnel to fulfill the digital ISOPREP requirement on Unclassified systems.

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Task

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All personnel will complete a PRO-File survey in accordance with HQDA guidance.

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Conditions

G-3/5/7 - G3-SOD (PR)

Requirements:

- A PC running Microsoft Windows® (Gov or personal) with internet access running Internet Explorer® 6.0 or older or Mozilla Firefox® 2.0.0.3

- Valid AKO username and password

- Two digital photographs (see slides 10 and 11 for acceptable photographs)

- A computer printer (to print completion certificate)

Standard

G-3/5/7 - G3-SOD (PR)

Complete a PRO-File survey by providing data in all mandatory fields, to include photo upload, and completing a minimum of four questions in at least four of the background question sections.

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Accessing PRO-File

G-3/5/7 - G3-SOD (PR)

PRO-File — Pre-OCONUS travel File

Powered By AKO Authentication | AKO ARMY ONLINE
SEC ★ ITED-ASD-CADB

home   faq   survey   logout

Microsoft Internet Explorer

⚠ DOD Notice:

NOTICE AND CONSENT LOGON BANNER

THIS IS A DEPARTMENT OF DEFENSE COMPUTER SYSTEM.

This computer system, including all related equipment, networks, and network devices (specifically including Internet access), is provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including ensuring that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied, and used for authorized purposes.

All information, including personal information, placed or sent over this system may be monitored.

Use of this DOD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring may be used for administrative, criminal, or other adverse action. Use of this system constitutes consent to monitoring for these purposes.

First: Log into the PRO-File home-page at

https://medinah.sed.monmouth.army.mil/PRO-File

Read the DoD Notice and Consent and click "OK"

Data Entry

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If this is your first visit to the PRO-File site, review the privacy/security policy

When ready, click to proceed with survey

If you have previously completed a PRO-File survey you can retrieve and print your certificate (see slide 20)

In the **privacy/security** section you will find answers to many common questions about the security of this system, and a copy of the privacy act statement pertaining to this program.

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Data Entry

This is the privacy/security section

Government Civilian employees and Contractors note:

Disclosure is mandatory for all deploying civilians IAW Army G-3/5/7 guidance (June 2005)

PRO-File — Pre-OCONUS travel File

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Privacy and Security

PRIVACY ACT STATEMENT

Authority: 10 **U.S.C.** Sections **1501**, **1502**, **1513**; **EO 9397**.

Sections 1501 through 1513 of Title 10 are the Missing Persons Act provisions and establish general authority for Personnel Recovery. Executive Order 9397 allows the use of SSN for identification purposes.

PRINCIPAL PURPOSE(S): It is essential to the Personnel Recovery effort for the protection of recovery forces from enemy entrapment. The social security number is used to ensure positive identification.

ROUTINE USE(S): It will be completed by Army forces and civilians who may accompany Army forces while deployed in potentially hostile territory. It contains personal information that may be used to ensure positive identification, to facilitate medical treatment, and to assist in reintegration upon recovery.

DISCLOSURE: The information is necessary since it affects the entire Personnel Recovery mission and effect on individual of not providing information could result in delay or failure of recovery effort.

| Military Personnel: | Completion of the survey is **mandatory**. |
| Civilian Personnel: | Completion of the survey is **mandatory** for all **deploying** civilians IAW Army G-3/5/7 guidance (June 2005). If you do not agree to voluntarily disclose your information, notify your supervisor to request alternate means of fulfilling this requirement. |

Cookies

Access to this web site requires that cookies pass properly between your web browser and this web server. Cookies are required in order to be able to login using AKO Single Sign-On.

JavaScript

Access to this web site requires that JavaScript be enabled in your web browser. JavaScript is required in order to be able to login using AKO Single Sign-On.

contact us | privacy/security | conformance: W3C HTML 4.01 | W3C CSS 2.1 | 508 | 800x600 SAFE   content updated 2007-05-22

Data Entry

Mandatory fields are marked with a red asterisk (*) – the form can not be submitted unless they are all filled-in. Also stress that fields marked with a blue tilde (~) provide vital information and should be completed to the best of their ability.

Photo file criteria:
• Photo file types: png, gif, bmp, jpg
• Max file size: 200Kb
• Pixel Minimum: 50x50, Maximum: 1000x1000

Front-facing photo can be any full-face picture which depicts a chest-up view and natural hair color. Hats or sunglasses are not acceptable. Prescription eyewear should not be worn.

Profile-view photo can be any side-view photo which clearly displays facial features and natural hair style and color. Hats or sunglasses are not acceptable. Prescription eyewear should not be worn.

Both photos should present a predominant view of the head without obstruction and be less than one year old.

PRO-File — Pre-OCONUS travel File

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SEC-ITED-ASD

home   faq   survey   logout

Fields marked * are **mandatory**. If you don't have an answer, enter **NA** or **N/A** (Not Applicable) or **unknown**.
Fields marked ~ are **recommended** -- you must complete these fields if they apply to you.

Name

Grade	E-1
Last Name	Smith
First Name	John
Middle Initial	Q
Go By Name *	

Photos

Face - Front * [_____] Browse... max file size: 200k

You Must
Upload
a Photo

The size of the file
MUST NOT
be more than 200k

Any picture of you is OK.
You do not need
to be in uniform.

Date Front image taken * [_____] YYYY-MM-DD (you must include the dashes)

Face - Profile * [_____] Browse... max file size: 200k

You Must
Upload
a Photo

The size of the file
MUST NOT
be more than 200k

Any picture of you is OK.
You do not need
to be in uniform.

Date Profile image taken * [_____] YYYY-MM-DD (you must include the dashes)

Example Photos

Unacceptable

Acceptable

Natural hair color is required. Hats are not allowed, eywear is not recommended.

No obstructions to full view of head and facial features. (Head facing to either side, not front)

Profile view facing either direction is acceptable.

Data Entry

If you have not been issued a blood chit or Coalition ID then enter N/A (if you don't know what one is, you probably don't have one).

- Ethnic Group – Valid entries are:
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White
  - Hispanic or Latino

- DA Contractors enter info from the list provided by the HQDA PRO-File implementation message

- Verify your UIC to ensure that data submitted is accurate and up to date

Personal Info

Gender *
Birth Date * YYYY-MM-DD (you must include the dashes)
Blood Type *
Height * Feet Inches
Weight * lbs
Hair Color *
Eye Color *
Religious Preference *
Blood Chit # *
Identifying Marks/Scars/Tattoos *
Known Medical Conditions and Prescriptions *
0 out of 200 characters max.

Nationality/Citizenship - Primary

Nationality/Citizenship *

Citizenship - Secondary

If you have a Secondary Citizenship ☐ check this box.
Secondary Citizenship *

Heritage

Ethnic Group *
Accent * Enter **none** for no accent.

Service Info

Branch Of Service/Agency/Dept *
Unit *
Unit Identifier Code (UIC) * (if non-military, enter **n/a**)
MNF-I/MNC-I Coalition ID # * (number at bottom center)

Data Entry

• Select appropriate US Government Issued uniform and boot sizes from the data in the drop-down menu.
(Civilian Personnel with no government issue select appropriate commercial sizes and annotate this under Additional Information section below)

• Primary Language refers to the primary language spoken for duty purposes in current assignment when communicating with other DoD employees and personnel

Uniform Data

Shirt Size *   Pant Size *   Hat Size *
Boot: Type *   Size *   Width *

SERE Training 1

If you took SERE training ☑ check this box. Uncheck this box if this does not apply to you.
Type *
Year *   Month *
Location *
Comments

SERE Training 2

If you took a 2nd SERE training ☐ check this box.
Type *
Year *   Month *
Location *
Comments

SERE Training 3

If you took a 3rd SERE training ☐ check this box.
Type *
Year *   Month *
Location *
Comments

Personal Duress Word

Personal Duress Word *

Primary Language Capability

Language *
Comments
0 out of 150 characters max.

Other Language Capability

Description/Comments ~
0 out of 250 characters max.

Data Entry

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• If family members are deceased, uncheck the box to close other fields

• Home of Record: use the same information that appears in your ORB/ERB or other official DoD records

Primary Next of Kin

Name *

Primary Next of Kin - Contact Info

If this person is deceased ☑ uncheck this box.

Street Address *

City *

State *

Zip Code * (##### or #####-####)

Phone *

Parent #1

Name *

Parent #1 - Contact Info

If this person is deceased ☑ uncheck this box.

Street Address *

City *

State *

Zip Code * (##### or #####-####)

Phone *

Parent #2

Name *

Parent #2 - Contact Info

If this person is deceased ☑ uncheck this box.

Street Address *

City *

State *

Zip Code * (##### or #####-####)

Phone *

Home of Record

Street Address *

City *

State *

Zip Code * (##### or #####-####)

Data Entry

Children at Home - Child 1

If you have 1 or more children at home ☑ check this box.

Name - Child 1 *

Birth Date - Child 1 *   YYYY-MM-DD (you must include the dashes)

Children at Home - Child 2

If you have 2 or more children at home ☐ check this box.

Name - Child 2 *

Birth Date - Child 2 *   YYYY-MM-DD (you must include the dashes)

Children at Home - Child 3

If you have 3 or more children at home ☐ check this box.

Name - Child 3 *

Birth Date - Child 3 *   YYYY-MM-DD (you must include the dashes)

Children at Home - Child 4

If you have 4 or more children at home ☐ check this box.

Name - Child 4 *

Birth Date - Child 4 *   YYYY-MM-DD (you must include the dashes)

Special Family Situations

Description/Comments

0 out of 100 characters max.

Additional Info

Provide any necessary additional information

Contractor Company Info

If you are a contractor ☑ check this box.

Company Name *

Company POC ~

0 out of 250 characters max.

Special Family Situations –
In the event that you become Isolated, Detained, Missing, or Captured, these are situations that your Command may need to know to assist and support your family during your absence.

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Data Entry

• Entries in these sections are used to develop identification data for Personnel Recovery Reports

• If a section applies, place a check in the box at the beginning of the section. If not, box should be de-selected and all entries will default to closed position.

• **If you are unable to complete at least four of the six sections, contact your PRO or PR manager to complete your file in PRMS**.

The Army's PR philosophy is one of leadership and accountability.

FM 3-50.1

BACKGROUND Questions

Affirmation * ☐ By checking this box, **I affirm** that any and all information I provide for the following **BACKGROUND** sections is accurate and truthful.

BACKGROUND – First Pet

If you had a pet ☑ check this box. Uncheck this box if this does not apply to you.

Gender ~ [dropdown] (If you had more than one pet, you must pick one)
Name ~ [_____]
Type ~ [_____] (cat, dog, etc.)
Breed ~ [_____]
Color ~ [_____]
Age of pet at death [____] (or **na** if still alive)
How I got this pet ~ [_____] (parents, gift, stray, pound, breeder, etc.)

BACKGROUND – First Car

If you had a car ☑ check this box. Uncheck this box if this does not apply to you.

Make ~ [_____]
Model ~ [_____]
Year ~ [_____]
Color ~ [_____]
Number of doors ~ [_____]
Roof type ~ [_____] (hard top, convertible, t-top, targa, etc.)
How I got the car ~ [_____] (bought, built, gift, etc.)
Where I got the car ~ [_____]

BACKGROUND – High School Activity

If you were involved in an activity ☑ check this box. Uncheck this box if this does not apply to you.

Type ~ [_____] (football, basketball, club, society, team, etc.)
Position ~ [_____]
Year ~ [_____] (freshman, sophomore, junior, senior)
Uniform color ~ [_____]
Mascot ~ [_____]
Number of years involved ~ [_____] (freshman, sophomore, junior, senior)
Team accomplishments ~ [_____]
My accomplishments ~ [_____]

Data Entry

• Entries in these sections are used to develop identification data for Personnel Recovery Reports

• If a section applies, place a check in the box at the beginning of the section. If not, box should be de-selected. **Once again, if unable to complete at least four of the six sections, contact your PRO**.

• Commanders must ensure all assigned Soldiers, DA Civilians, and Contractors understand that entry of accurate and up-to-date data is critical to successful recovery operations in the event that they become Isolated, Detained, Missing, or Captured.

BACKGROUND - First Non-Military Residence Away From Home

If you had a non-military residence	☑ check this box. Uncheck this box if this does not apply to you.	
Type ~		(appartment, dorm, house, trailer, etc.)
How I paid ~		(rent, lease, own, share, barter, etc.)
Number of floors ~		(for the entire building)
Number of bedrooms ~		(for the entire building)
Number of bathrooms ~		(for the entire building)
Main color ~		(of the entire building)
Location ~		(city, state)

BACKGROUND - First Girlfriend or Boyfriend

If you had a Girlfriend or Boyfriend	☑ check this box. Uncheck this box if this does not apply to you.	
Gender ~		
Name ~		
Nick name ~		
Where we met ~		
What year we met ~		
Hair color ~		
First date ~		
Annoying habits ~		

BACKGROUND - First Non-Military Job

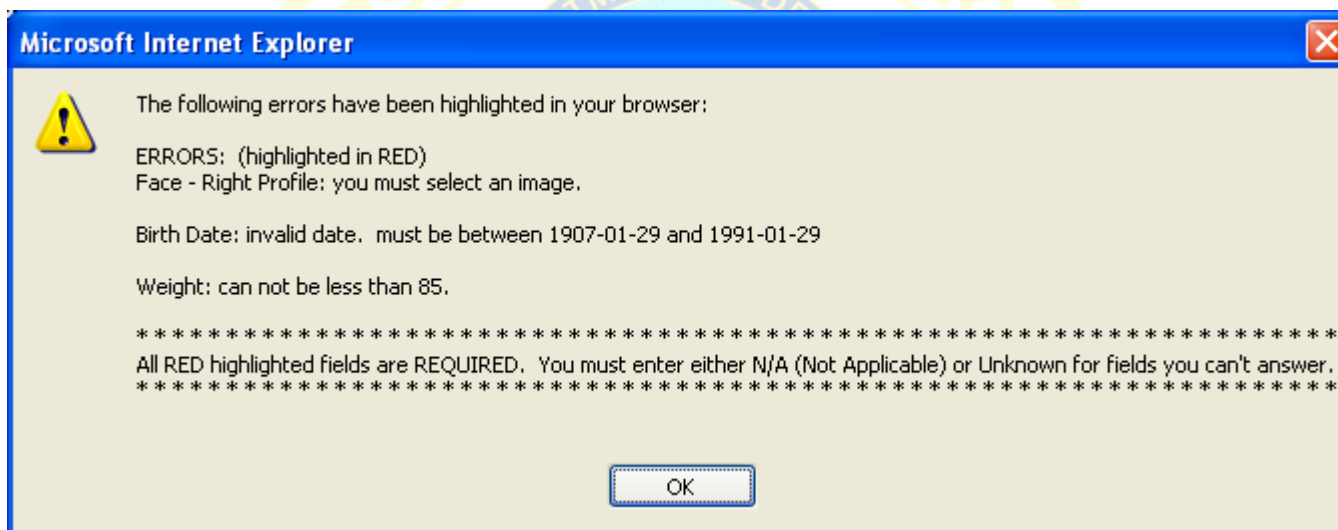|		
If you had a job	☑ check this box. Uncheck this box if this does not apply to you.	
Company name ~		
Type ~		
Location ~		(city, state)
Boss name ~		
Indoors or outdoors ~		(or both)
Special training ~		
Duration ~		(years, months)

By clicking the submit button, I affirm that the information I have provided on this form is complete and accurate, and attest that I understand that provision of this information is voluntary, and that this information is only to be used for identification by Rescue Forces should I become isolated or captured while traveling OCONUS.

submit

Data Entry

If data is incomplete or improperly formatted, the program will display an alert and allow the user to correct deficiencies.

Microsoft Internet Explorer

The following errors have been highlighted in your browser:

ERRORS: (highlighted in RED)
Face - Right Profile: you must select an image.

Birth Date: invalid date. must be between 1907-01-29 and 1991-01-29

Weight: can not be less than 85.

* *
All RED highlighted fields are REQUIRED. You must enter either N/A (Not Applicable) or Unknown for fields you can't answer.
* *

OK

Data Entry

Correct any invalid data by reviewing areas shaded in red. Make sure corrections are formatted correctly (if applicable) and that all shaded areas are corrected.

When finished with corrections, click the "submit" button at the bottom of the page again. If all data entries are valid proceed to the certificate page (next slide). If errors still exist, repeat the steps on this slide.

Data Entry

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home | faq | survey | certificate — logout

CERTIFICATE OF COMPLETION

This certifies that

PV1 John Q. Smith

has successfully completed

The Pre-OCONUS travel File (PRO-File)

on

2005-05-05 05:55:05

UIC: ABC123   Certificate # {1704C36F-8AAE-4382-96F9-51FD4997EBBA}

print...

contact us | privacy/security | conformance: HTML 4.01 | CSS 2.1 | §508 | 800x600 SAFE

• After successful data entry the program will display a certificate for the user

• Certificate will include your name, your UIC, and the date-time-group of completion

• PRO-File will automatically generate a unique certificate number for the session

• This certificate should then be printed and presented to the user's supervisor or PRO

Users without a printer available at their location can screen-capture or print to a file and then e-mail the file to their supervisor/PR Manager

Submitted information **can not** be retrieved by the individual. To reproduce certificates return to log-in screen and select certificate from the tabs at the top of the page.

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PRO-File Manager Search

• A variety of searches may be performed

Search functions are available to all users E-6 and above

• Note: searches will only return results for those people that have entered a survey – there is no information about users that have not yet used the system.

PRO-File Manager Search Results

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• The results can be sorted by clicking on any column header

• The column that determines the sorting is indicated by a down or up triangle

• The **dur** column shows approximately how long the user took to complete the survey, in hours:minutes

• The **Completion** column indicates how many **Background Sections** the user completed, with "Full" indicating they completed 4 or more sections. Any user that is not listed as "Full" must submit a new survey, or complete the information using SIPRNet PRMS

• Note: searches will only return results for those people that have entered a survey – there is no information about users that have not yet used the system.

Note that this is the only information stored on the PRO-File system. All other survey data is stored on the PRMS system.

Frequently Asked Questions

G-3/5/7 - G3-SOD (PR)

• Where did the requirement for PRO-File come from, and who authorized the program?

> Completion of ISOPREPs has been a pre-deployment requirement since the beginning of the Global War on Terror. PRO-File was developed to make it easier to meet this requirement and standardize the format across the force. Authorization came from the Chief of Staff of the Army, through the Army G-3/5/7 to increase Personnel Recovery capability.

• I am a tactical commander with thousands of troops to manage. What benefit does my command receive from participation in the PRO-File program?

> First and foremost your command will no longer have to spend additional time and effort to manage the classified ISOPREP forms which the PRO-File program will replace. The new system automates the entire process. This gives back time to your Soldiers for training and preparation for their METL tasks. PRO-File is also the first tool for this purpose available to every Soldier, regardless of security clearance or duty assignment, that can be completed at home or in their barracks. Also, use of PRO-File and PRMS enhances the capability to successfully recover your Soldiers regardless of their geographic location or OPCON/TACON status.

• I only have 90 training days left until my unit deploys. Why should I shift focus to filling out online surveys when my Soldiers should be conducting tactical training?

> Your Soldiers can complete the survey at home, on leave, or from a local internet café. PRO-File was developed with your command's time management in mind so that you can continue with your training plans without significant impact.

• If I allow my Soldier's to do this on their off-time, how will I track their completion for pre-deployment?

> Your PRO or PR staff-section has the ability to track, by-name, who in your command has or has not completed a survey within a five minute window of accuracy. Each Soldier also receives a completion certificate which can be filed in their training records and into their Digital Training Management System (DTMS) in AKO.

Frequently Asked Questions

G-3/5/7 - G3-SOD (PR)

- I am a civilian. Do I have to complete the survey?

   At this time, survey completion is required by HQDA for all DA/DoD Civilians and DA/DoD Contractors accompanying forces overseas. (Army G-3/5/7 guidance June 2005)

- I don't have a digital photo. Can I submit my survey without one?

   Current photographs are critical for recovery forces to positively identify you if you are isolated. You must provide digital photographs for the survey.

- I have completed the survey and printed my certificate. Now what do I do?

   Keep a copy of your certificate for your records and then provide a copy to your immediate supervisor or your Personnel Recovery Officer (PRO). You can return to the site any time to print a copy of your certificate.

- How often will I have to complete the PRO-File survey?

   You should only have to complete the survey one time during your military career. PR managers can transfer your data to your gaining UIC when you out-process your losing unit.

- What if my information changes, or I realize that I made a mistake on my survey?

   You have two options to correct information provided to PRO-File. First, you can visit the survey site and complete a new survey. The more preferred method is to visit your PRO who can access and update your survey information in PRMS.

- What can I do if I receive an error when I submit my survey?

   Each error message will automatically be reported to the PRO-File system administrator. Follow the provided e-mail link; they will assist you in completing your survey. Non-technical issues or general questions dealing with command guidance and PR programs should be addressed to your chain of command.